

Film Club Constitution

ARTICLE I-Organization

- a. Organization name: **Film Club**
- b. The **purpose** of this club is to teach students about filmmaking and the general aspects of film, provide John F. Kennedy with video assistance, and allow the students to express themselves through the film and video medium.
- c. **Activities**
 - i. Movie Nights-The club will have educational movie nights every other Friday night. The film will be decided by popular vote during the previous meeting and will be shown either in a private household of a member or a Kennedy facility. Some of the nights will be at the movie theaters, but they aren't mandatory or official movie nights.
 - ii. Video Assistance- Throughout the year the club's top officers and fellow members will devote and offer video assistance to the school and its students. This is a matter of fundraising for club equipment and materials.
 - iii. Club Video Projects-The club video projects will be conducted in groups or individually. These projects are aimed toward expressing ideas and allowing students to push themselves outside their comfort zone. The officers will present the projects.
- d. **Membership Requirements:**
 - i. Attend 2 weekly meetings a month (movie nights are meetings); if you cannot make a meeting contact an officer before the meeting.
 - ii. A member must respect all the film club's equipment and not tamper with it.

ARTICLE II-Eligibility

To eligible for this club, a member must be currently attending John F. Kennedy High School, register online at **club.evgfilm.com** using first name and last name initial, and be approved by the President or Vice-President of the club.

ARTICLE III-Officers and Meetings

a. Titles, Terms, and duties

Officers

President: Has the power appoint a member to the cabinet; has the power to set meeting dates, propose projects, set deadlines, assist the treasurer in managing the budget, access and use all the video equipment, manage a meeting, record hours and to dismiss a member. All of the president's actions can be overruled by a majority of 2/3rds vote. The president will be elected at the end of the year in an elections meeting where all the officers will be elected and serve an entire year.

Vice-President: Has the power to assist the president, manage a meeting if the president sees fit, propose projects, help manage the budget, set meeting dates that are approved by the president, approve members, record hours, and set deadlines.

Head of Marketing: Manages the fundraising for the club and can organize events to help fundraising and serves an entire year until reelection.

Treasurer: Manages the budget and finances, can assist the Head of Marketing, records hours, and serves an entire year until reelection.

Head of Design: Manages and creates posters and graphic media

Historian: Collects and organizes records: hours, photos, and other digital media

Secretary: Makes sure all of the officers are doing their job, finalizes schedule changes, and makes sure the officers are following the purpose of the club.

Facility Organizer: Finds and approves facilities and locations for club use.

Assistant Videographers: All members who are willing to share their camera(s) or other equipment on a weekly basis.

- b. Date** of the election of officers is the last week of April, for the first year we shall nominate members the first meeting and elect them the second.
- c. Officer Meetings** will be conducted in the last week of the month.
- d. Member Meetings** will be once or twice week and determined by the previous meeting or when most suitable for the members. There can be more than 2 meetings a week, but only for Video Projects and Video Assistance.

ARTICLE IV Financial Activities

- a. Budgets:** The overall budget will be managed in the clubs account and money will only come from donations, club services, outside contests, and fundraising. The budget will be proposed and accounted for in the meetings.
- b. Fundraising** will be managed by the Head of Marketing and will be from school events and other fundraisers. All fundraisers must follow the appropriate guidelines in *Club and Advisor Policies*.
- c. Deposit of Funds:** All funds will be deposited in the clubs account and managed by the treasurer. All guidelines pertaining to funds are in *Club and Advisor Policies*.
- d. Approval and Disbursement of Funds** are managed only by the treasurer, president, and vice-president. All rules are stated in the *Club and Advisor Policies*.
- e. Financial Statements and Reporting Requirements:** A Financial report and club report must be sent to the Administrator of Activities every month.